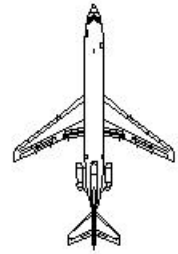
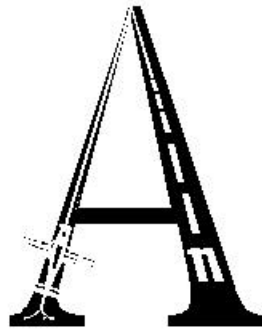




**Western
Pacific
Region**



**Airports
Division**

San Francisco Airports District Office
831 Mitten Road, Room 210
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(650) 876-2775
(650) 876-2733 Fax

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P.O. Box 92007 World Way Postal Center
Los Angeles, CA 90009-2007
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(310) 536-8600 Fax

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P.O. Box 50244
Honolulu, HI 96850
(808) 541-1232
(808) 541-3462 Fax

SPRING

1999

Rent Free Airport Space for Eligible FAA Facilities

Under the terms of the assurances contained in Airport Improvement Program grant agreements, airports are required to provide no-cost space in airport facilities or rent-free airport land for the FAA to construct at its own cost facilities for air traffic, navigation, weather reporting, and communication activities. More often than not, airport land has been provided to the FAA free of cost. However, the FAA has not consistently exercised its rights to receive space in airport buildings on a cost-free basis. Airport sponsor become obligated to provide rent-free space/land upon the execution of a grant agreement and remain obligated during the life of the grant(s).

Beginning October 1, 1999, as existing leases expire or new lease requirements are identified, the FAA will advise airport sponsors of the FAA right to rent-free space and negotiate with the airport sponsor to exercise that right when it is appropriate to do so.

The following facilities qualify for rent-free space:

Traffic Control Tower
Combined Center Radar Approach Control
Contract Weather Observation Station
Flight Service Station
Radar Approach Control
Terminal Approach Radio Control

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<input checked="" type="checkbox"/>	Passenger Facility Charge-Project Completion and Closeout
<input checked="" type="checkbox"/>	Take Action to Combat FOD at Your Airport!
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<input checked="" type="checkbox"/>	Special AIP Edition
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Rent-free space includes storage and parking for official FAA vehicles essential to the covered activity that

directly support the operation of the referenced facilities.

Airport sponsors are responsible for providing interior and exterior maintenance to the facilities so they remain in good repair and condition in accordance with manufacturer's specifications. Improvements and alterations to the facilities, or construction of new facilities, will be done at FAA expense. The airport sponsor does not have to provide utilities or custodial services at no cost, but the cost of utilities and services provided by the sponsor will be subject to negotiation. Separate metering is required when the FAA pays its own utility costs.

Leases for space that accommodate covered activities will become eligible for free rent when current leases expire and are renewed, unless other legally binding agreements govern.

New Policy Guidance ALP Review and Approval Process

Effective January 14, 1999, the Western-Pacific Regional Office implemented new policy guidance in regards to the review and approval of all Airport Layout Plans (ALP) throughout the region, including our two Airport District Offices in Burlingame, CA and Honolulu, HI. Although this guidance was written for internal agency use, we feel it would be very beneficial for all of our airport sponsors and consultants to use as a reference when processing an updated or draft copy of an ALP drawing/set for review and approval or revalidation, whichever is applicable for obligated airports. Non-obligated airports are not required to submit ALPs, but any airport will benefit from a plan that reflects current Federal Aviation Administration (FAA) design standards and planning criteria.

The purpose of establishing this policy guidance was to clarify our responsibilities and administration in regards to the processing of an Airport Layout Plan drawing/set for Western-Pacific Regional Airport Division offices. The following is a brief outline regarding its contents: The pertinent issues covered by the policy are:

- a. Requirements for Submission
- b. Submission Packages

- c. Assignment of Responsibilities
- d. Coordination Requirements
- e. Review and Final Approval Process

It should be noted that "Modification of Airport Design Standards" require FAA approval and will be evaluated as part of the ALP coordination process. Guidance on requesting a modification is discussed within the new policy. Copies of the new policy may be acquired by calling Margie Drilling at 310-725-3628 or via e-mail at margie.drilling@faa.gov.

Procurement of Professional Services

This article is to help clarify sponsor requirements when requesting proposals for services in conjunction with an Airport Improvement Program (AIP) grant.

It has been noted, by this office, that procedures for procuring professional consultant services, for engineering and planning, have had instances where sponsors are requesting cost or pricing information for submission with their RFP/RFQ (Request for Proposal/Request for Qualification) proposals. The RFP/RFQ **may not contain a request for any type of pricing data, including workhours.**

Within paragraph 802(b) of the AIP Handbook, FAA Order 5100.38A (dated October 24, 1989), it states: "A price quotation may accompany the initial submittal by the contractor provided it is in a separate sealed envelope which may not be opened until actual negotiations by the sponsor have begun with that contractor."

Additionally, Section 511(a)(16) of the Airport and Airway Improvement Act (AAIA) of 1982, as amended, states: "each contract or subcontract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping, or related services will be awarded in the same manner as a contract for architectural and engineering services as negotiated under Title IX of the Federal Property Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport."

It has been pointed out that the "sealed envelope" option conflicts with previous General Accounting Office (GAO) decisions (64 Comptroller General 772

and 65 Comptroller General 476). GAO has indicated that even though the selection board evaluating the proposals, did not have knowledge or access to the cost proposals, requesting such information is improper since the “Brooks Act”, enacted October 18, 1972, only provided for cost proposal consideration after final ranking of the firms. It is the accepted methodology for procurements involving construction or equipment purchases, to publicly request “sealed bids” for a “firm fixed price” contract award.

We therefore strongly recommend, to avoid any conflict with Section 511 (a)(16) of the AAIA or the Brooks Act, sponsor organizations should refrain from requesting any information which may be perceived as a cost proposal, such as, total cost, cost per chargeable hour, man-hours, workhours, or any other form of pricing data, until after a determination of the most highly qualified architectural/engineering or planning firm has been accomplished. This prohibition includes both formal requests under RFP/RFQ’s as well as informal requests made during discussions with firms to determine the most highly qualified firm. As a suggestion, consider designating a time frame within the RFP/RFQ, immediately following selection, which requires the consultant to submit their proposal so negotiations may begin thereafter.

Should the cost based methodology be continued, we would not be able to provide federal aid for the resulting professional services contract. This guidance is applicable to airport and planning agency sponsors, including states.

CONTINUE HERE

What is The Airports Division’s Capacity Section?

The Capacity Section of the Planning and Programming Branch is the focal point for national and regional capacity programs and the military base closure program. The section consists of three employees and is responsible for the following activities:

- Administers planning grant projects for development or revision of state, regional or metropolitan airport system plans.
- Reviews recommendations for airport system requirements, including locations and airport development for inclusion in the NPIAS.
- Coordinates airport planning, including the NPIAS and programming matters within



FAA and with other agencies and users whose activities, functions, and responsibility impact or are impacted by planned airport development.

- Develops airport system requirements to be included in the National Plan for Integrated Airports Systems (NPIAS) and the Airports Capital Improvement Program (ACIP).
- Represents the region as the FAA representative for InterModal Transportation Planning. Reviews and coordinates multimodal transportation

planning to ensure consideration of aviation developments and compatibility with regional and national FAA plans and capability.

- Interfaces with other FAA program divisions, military industry groups, airlines, and the general aviation community on capacity issues.
- Provides guidance and serves as liaison on capacity issues with the public, federal, state and local officials, and members of the aviation community
- Advises on how to enhance capacity through construction of new runways, taxiways, and other improvements.
- Represents the FAA in airport capacity task force planning for the purpose of identifying and implementing operational capacity enhancements at major hub airports.
- Serves as regional focal point for military base closure locations, which are being converted to civil airports.
- Assists local sponsors in studying the feasibility of developing a public use airport at a closing military base.
- Assists local sponsors in obtaining surplus military airports for public airport purposes.

Capacity Section

L:Peter Ciesla, Ctr: Richard Dykas-Supervisor, R:Sam Samad

Recent Changes



L: Brian Armstrong, Planning Section, R: Richard Chao, Programming Section

Personnel & Equipment in the Runway Safety Area (RSA)

The safety area around a runway is intended to provide an additional level of safety to aircraft in the event of:

- ➔ a lateral excursion from the full-strength surface during arrival, departure or taxi
- ➔ an undershoot by an aircraft attempting to land or an overrun on landing rollout
- ➔ an overrun by an aircraft on departure roll

14 CFR Part 139.309(b)(4) states: No object may be located in any safety area, except for objects that need to be located in a safety area because of their function. To the extent practicable these objects shall be frangibly mounted on structures of the lowest practical height with the frangible point no higher than 3 inches above grade. Personnel and equipment are not considered acceptable objects in the safety area during aircraft operations.

Since it is the responsibility of the airport operator to protect the RSA, these areas should be clearly and visibly defined to provide a reference to personnel and equipment operating adjacent to the RSA and to prevent inadvertent incursion of the RSA. Additionally, routine maintenance, including mowing, replacement of light fixtures, and other activities not considered emergencies requiring personnel or equipment to enter a runway safety area should be conducted when the runway is officially closed to aircraft operations.

Regarding construction activities, airport operators should refer to Advisory Circular AC150/5370-2C *Operational Safety on*

Airports During Construction. Appendix 1 states construction activities normally should not be permitted within 200 feet on the runway centerline. However, on a case-by-case basis construction may be permitted within 200 feet of the runway centerline with approval of the airport operator, the FAA and the users.

Questions or concerns regarding this policy should be directed to Airports Safety at (310) 725-3622, 3635 or 3636.

Passenger Facility Charge-Project Completion & Closeout

When all projects in the PFC application have been completed or when the public agency's authority to use a PFC revenue has been expired, the agency should prepare and submit a closeout report to the FAA. The FAA interest in the closeout of a PFC is to:

- Assure PFC revenue has been used only on approved projects.
- Assure PFC revenue is fully liquidated.
- Initiate actions to reduce AIP entitlement funds if excess PFC revenue is identified at closeout.

The closeout report should provide a summary of information including: the PFC application date; the PFC charge effective and expiration dates; amendments and or extensions, if any; the total net PFC collected; the total PFC revenue including interest; total allowable project costs; audit report findings; and a list of projects completed using PFC revenue and each project cost. The FAA use the public agency's quarterly reports to determine the final allowable costs.

Take Action to Combat FOD at Your Airport!

You've heard the phrase "There's no time like the present." Well, now is the time to take stock of the conditions at your airport that relate to Foreign Object Debris (FOD) and determine the necessary actions to prevent Foreign Object Damage (FOD). Part 139 of the Federal Aviation Regulations requires airport operators to promptly remove "...mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants..." as completely as practicable from all paved runways, taxiways, loading ramps and parking areas which are available for air carrier use. Similarly, debris and foreign objects must be promptly removed from unpaved surfaces meeting the same requirements of air carrier use. "Why now?" you might ask. The answer, -by making an assessment of your airport's foreign object debris control practices now, you may identify concerns or deficiencies that can be addressed before debris turns into damage.

According to Advisory Circular (AC) 150/5380-5B, Debris Hazards at Civil Airports, typical foreign objects include:

- aircraft engine fasteners (nuts, bolts, washers, safety wire, etc.)
- mechanics' tools/flight line metal (nails, personnel badges, pens, pencils, etc.)
- stones and sand
- paving materials
- pieces of wood
- plastic and/or polyethylene materials
- paper products
- ice formations in operational areas

Other foreign object debris found in operational/flight line areas include baggage service items, catering utensils and ground service equipment parts. Luggage tags, wheels, handles and locks are commonly

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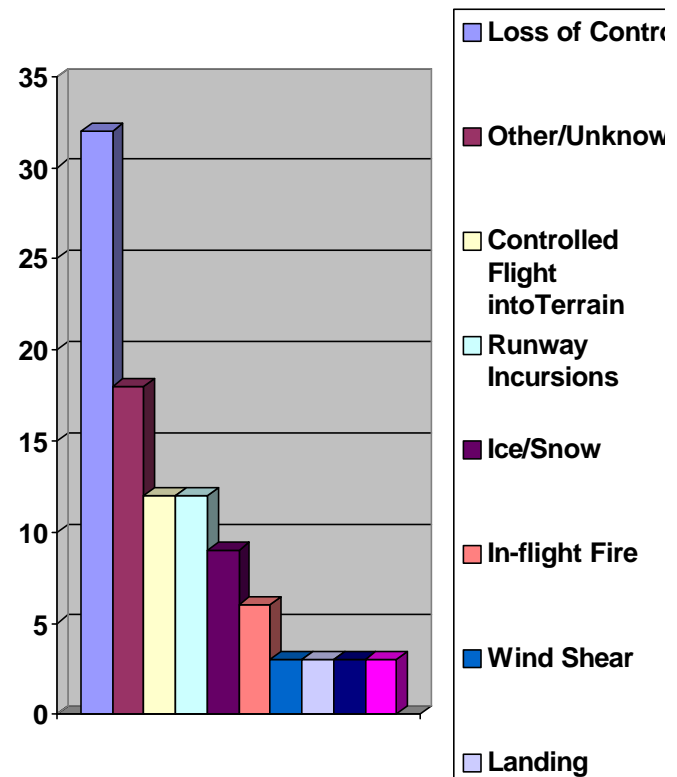
separated from bags and end up on aircraft ramps as do knives, forks and spoons, cloth napkins and other food/beverage service items. Ground service equipment not maintained properly may contribute to FOD in these areas while “feathered” FOD and “furry” FOD present unique challenges in air operating areas and on approach/departure paths of aircraft.

Controlling FOD is essential to the purpose of aviation safety and can have significant cost implications affecting aircraft maintenance and airport liability. FOD is everyone’s responsibility. The control of FOD requires the cooperative efforts of management and employees of airport operators, airlines, subcontractors, tenants and all other airport users. Generally FOD can be attributed to poor housekeeping, facility deterioration, improper maintenance and deficient operational practices. Air Transport Association (ATA) Publication, Guidelines for the Minimization of Foreign Object Damage (FOD) at Air Carrier Airports outlines FOD control practices that have been applied successfully and provides checklists for various job functions in the control of FOD. National Aerospace FOD Prevention, Inc. (NAFPI) provides guidance in developing effective FOD prevention programs. NAFPI recommends a prevention program that:

- addresses potential problem areas and activities
- establishes corrective actions to mitigate/eliminate FOD
- promotes awareness and education
- provides training and incentives
- applies avenues for continued improvement

Industry networking and exchanging “lessons learned” is a proven method for developing and continually improving FOD prevention programs. National Aerospace FOD Prevention, Inc. is a nonprofit, educational organization developed to standardize terms and methods for the prevention of foreign object damage to aircraft and aerospace vehicles. NAFPI co-hosts an annual conference designed to enhance FOD

prevention programs and to increase knowledge of FOD prevention best practices. The conference allows attendees the opportunity to interact with industry leaders and to maximize strategies in developing and improving FOD prevention programs. This year’s conference is being held in the



Western-Pacific Region at the Westin Long Beach, August 10, 11, & 12. Information regarding conference activities, including registration may be obtained through the NAFPI web site www.nafpi.com or by calling NAFPI President Richard Bell at (310) 331-6030.

The NAFPI FOD Prevention Industry Guideline is incorporated into Advisory Circular 150/5380-5B (Date: 7/5/96) as Appendix 2 of the AC. The guideline is also available from NAFPI in a revised version (July 1998) which expounds on the definition and duties of a Foreign Object Damage Prevention Focal Point. A FOD Focal Point is a designated individual or team tasked with the development and implementation of plans and programs to prevent foreign object damage through the control of foreign object debris. Focal points should “...have sufficient

authority and organizational freedom to identify and implement FOD preventive measures whenever and wherever required." The guideline also lists twelve specific duties of a FOD focal point(s) and provides information regarding training, housekeeping, preventive practices, field operations, etc.

When assessing your airport's FOD control practices keep in mind the following FOD Prevention Formula for Success:

Awareness + Prevention = Compliance

Safety Resource Center (SRC) Facts

**Leading Causes of 34 Fatal Accidents in
United States
1987-98**

**Note: Totals more than 100% because of rounding.
(Source: FAA-AW&ST 04/20/98)**

Special AIP Edition

**FAA Annual Airports Land Issues Conference
November 9 -10, 1999
Alexandria, VA**

The Conference provides a forum on land acquisition and relocation assistance problems and solutions. Speakers are being solicited to present and discuss timely land issues important to airport sponsors and FAA. The agenda will also include the Washington Headquarters update on FAA policies and guidance and on what is new in the industry. The Airports Division of the Eastern Region is hosting this year's conference at the Embassy Suites Hotel in Alexandria, VA. The final agenda and registration notices will be available in June 1999. Point of contact for the conference is Rick Etter of the FAA Washington Headquarters, email Rick.etter@faa.gov.

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AIRPORT TOPICS

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New Disadvantaged Business Enterprise (DBE) Rule:

The Department of Transportation's new disadvantaged business enterprise (DBE) rule, 49 CFR Part 26, became effective March 4, 1999. The rule, which now represents the official position of the Department, makes significant changes that will effect recipients, DBE and non-DBE contractors who participate in the program. Guidance issued under the Department's former DBE rule, 49 CFR Part 23, is no longer binding.

Fiscal Year 1999 Airport Improvement Program (AIP) has been extended to May 31, 1999:

Plan is being developed to fund qualifying airport projects within the Western-Pacific Region using funds now available as a result of 2 month extension: about \$31 million of airport passenger entitlement, cargo entitlement, and state apportionment and \$23 million of discretionary.

How To Reach Us...

Effective December 17, 1998, Western Pacific Region's Hawthorne office, Standards Section, reassigned development responsibilities to its Program Engineers for both Southern California and Arizona airports. Planner responsibilities (Margie Drilling, AWP-621.3) remain unchanged. The following list is provided for your use and dissemination:

CHARLES McCORMICK/AWP-621.1: (310) 725-3626
(Electrical Engineer/Airfield Lighting Specialist)

SAN BERNARDINO COUNTY (CA)
All *except* Ontario International and Upland (Cable)

DAVID DELSHAD/AWP-621.2: (310) 725-3627

COCONINO COUNTY (AZ) – Page and Williams only
MOHAVE COUNTY (AZ) - All
YUMA COUNTY (AZ) - All
LA PAZ COUNTY (AZ) - All
RIVERSIDE COUNTY (CA) - All except Palm Springs Regional

MARGIE DRILLING/AWP-621.3: (310) 725-3628
(Planner)

Administers all Airport Master Plan Grants for Standards Section
(Southern CA only and all AZ)
Administers coordination of all Airport Layout Plans (ALP's) for Standards Section
Administers Airport Capital Improvement Plan (ACIP) annual program submissions
Monitors Airport Annual Financial Summary Reports for Standards Section

MANUEL ESCOBAR/AWP-621.4: (310) 725-3629

APACHE COUNTY (AZ) - All
COCHISE COUNTY (AZ) - All
COCONINO COUNTY (AZ) – Tuba City only
GRAHAM COUNTY (AZ) - All
GREENLEE COUNTY (AZ) - All
NAVAJO COUNTY (AZ) - All
PIMA COUNTY (AZ) - All
PINAL COUNTY (AZ) - All
SANTA CRUZ COUNTY (AZ) - All
City of Tucson (AZ) - non-airport sponsor: Regional ARFF Training Facility

RUBEN CABALBAG/AWP-621.5: (310) 725-3630

LOS ANGELES COUNTY (CA) - All *except* Long Beach
SAN BERNARDINO COUNTY (CA) - Upland (Cable), Ontario International
City of Ontario (CA) - non-airport sponsor

ERIC VERMEEREN/AWP-621.6: (310) 725-3631

IMPERIAL COUNTY (CA) - All
ORANGE COUNTY (CA) - All
RIVERSIDE COUNTY (CA) - Palm Springs only
SAN DIEGO COUNTY (CA) - All

KEVIN FLYNN/AWP-621.7: (310) 725-3632

LOS ANGELES COUNTY (CA) - Long Beach only
SANTA BARBARA COUNTY (CA) - All
VENTURA COUNTY (CA) - All
MARICOPA COUNTY (AZ) - Phoenix Deer Valley/Phoenix Goodyear/
Phoenix Sky Harbor

RUDY VICTORIO/AWP-621.8: (310) 725-3633

MARICOPA COUNTY (AZ) - All *except* City of Phoenix Airports
(Deer Valley, Goodyear, Sky Harbor)
GILA COUNTY (AZ) - All
YAVAPI COUNTY (AZ) – All
COCONINO COUNTY (AZ) – Flagstaff only

GEORGE BULEY/AWP-621.9: (310) 725-3617

COCONINO COUNTY (AZ) – Grand Canyon only
KERN COUNTY (CA) – All
INYO COUNTY (CA) – All
Monitors Pavement Maintenance Obligation Program for Standards Section

AIRPORTOPICS

Comments, suggestions and ideas for future articles are encouraged from our readers. Please forward to AirporTopics, AWP-610A, P.O. Box 92007, WPC, Los Angeles, CA 90009.

**Federal Aviation Administration
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